



Marion Utilities

1540 N Washington St.

Marion, IN 46952

www.marionutilities.com

Service Board

BOARD MINUTES OF THE MARCH 20, 2025 MEETING

The Marion Utility Service Board held their meeting on Thursday, March 20, 2025 at 5:30 p.m. in the L.E.A.D. Center, Building 101, at Marion Utilities, 1540 N. Washington Street, Marion, Indiana.

Roll was then called and those board members present were: Robert Logan, Chairman; Kristy Barney; Doug Carl, Isaiah Fuller, Al Green, Herschel Lewis and Jayda Monteiro.

Also present at the meeting were: Robin Shrader, Director; Pat Pinkerton, Assistant Director for Engineering & Solid Waste; Chad Guyer, Assistant Director for Operations & Maintenance; Tiffany Snyder, Accounting/Billing Coordinator; Jason Brainerd, IT Coordinator; and Rebecca Johnson, Attorney.

CONSIDERATION OF AGENDA ADDITIONS OR DELETIONS

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES

Mr. Carl moved, seconded by Mr. Lewis, to approve the minutes of the February 20, 2025 meeting. All board members present voted aye. Motion carried unanimously.

FINANCIALS

Mrs. Snyder presented the financials for January, 2025. Mrs. Snyder stated that she didn't have much to report because things were looking pretty good in January. Sales for all utilities were above or consistent with prior years. The Solid Waste Utility continued to experience an increase in sales. Mrs. Snyder added that Solid Waste's cash balance had rebounded enough to meet the minimum required by the Board and was able to transfer some cash to depreciation fund. On the expense side, operations and maintenance expenses for January were high like prior years. Mrs. Snyder explained that since there were three payrolls in January and annual raises were implemented expenses were expected to rise. Mrs. Snyder then reported that of the four utilities, all receipts were higher than disbursements, except for a small variance in water. The annual debt service payment of \$76,000 for the SRF loan was the tipping factor. Mr. Logan stated it was nice to see a lot of green, blue, and black ink along with an absence of red ink. Mrs. Snyder agreed. Mr. Lewis moved, seconded by Ms. Barney, to approve the January financials. All board members present voted aye. Motion carried unanimously. Mr. Logan thanked Mrs. Snyder for her excellent work again.

UPDATE ON PROJECTS

Mr. Pinkerton said that the projects were starting to pick up for the year now that there has been a little warm weather. The lead service line work being done in conjunction with the City's Next Level Trails project was underway. The contractor had completed 10 of those lead service lines and had five more to complete. There were a couple service lines that needed to be abandoned altogether. The contractor was about 66% of the way complete with that project. Mr. Pinkerton reported that on the SRF projects, the meter installation contractor was back in town and was slowly ramping up to install meters this week. Next week, the installation numbers should increase as they were planning for six to eight people



joining their crew. Mr. Pinkerton stated that approximately 136 meters per day would be installed. They're going to be bumping up against the deadline. Mr. Logan asked what the deadline was. Mr. Pinkerton answered June 30th. Mr. Pinkerton then reported that VTF had been working on the lead service lines down in the 20th and Athens' area. They were currently on Gallatin Street, and once VTF finished that one, they would begin work on the Nebraska Street, which was a much shorter length of area on Nebraska street. Mr. Pinkerton said that all in all VTF had completed about 126 and had about 47 more to go so they should be finishing within the next couple months. As for the distribution projects that Bill Watson had installed, Mr. Pinkerton was working on the final pay request. Mr. Pinkerton said he was also sending IFA a change order that would balance the quantities between what was bid and what was actually installed. According to Mr. Pinkerton, it appeared as though there would be about \$680,000 savings between what was installed and what was bid. Mr. Logan noted that was a major savings. Mr. Pinkerton added that it was not very often it goes that way and it was usually the other way.

2304 S ADAMS, 2005 S NEBRASKA, 2449 W 14TH REQUESTS

Mrs. Shrader presented six customer requests and the Water Committee recommendations. The first request was from 2304 S Adams Street. Ms. Valencia White lives in California, but she owns a property at 2304 South Adams Street. Her local property manager is Chris wine. The copper pipes were stolen out of the house sometime in February, 2024. Ms. White and Mr. Wine were not sure on the exact date, as Mr. Wine doesn't check the property every month. Ms. White gave signed permission for the lead copper project at her home. The vendor, VTF replaced the services from the main to 30 feet past the meter where VTF reconnected into existing plastic water line in September. Mr. Wine stated that there was water in the basement when he checked on the property. Ms. white contends that VTF turned on the water and left it on, filling her basement with six feet of water. Mr. Wine was unsure of exactly when the basement was filled, because the house hadn't been checked each month. Mrs. Shrader stated that the Committee's recommendation was to adjust off the sewer and for the customer to pay water. The second request was for 2005 South Nebraska Street. Mr. John Bunn owns the home at 2005 South Nebraska. Mr. Bunn stated that the water was not shut off on 10/8/24 as requested, and he ended up flooding the basement when trying to empty the lines. There was a Kamstrup meter installed at this address. The Kamstrup meter evidences that the water was shut off as requested. However, there was a burst of 25,037.12 gallons. Our distribution team was then called to turn off the water again after the burst. Mrs. Shrader stated that the Water Committee did not recommend an adjustment, as it was concluded that most likely, Mr. Bunn turned the water on resulting in the break. Mrs. Shrader presented the third request for 2449 West 14th. Our staff noticed that there was a leak alert at this address and contacted the customer. The customer did not have any running toilets or water being used at the time. The customer looked outside and found that someone had turned on her outside spigot. This had been done at several other addresses. The Committee recommended adjusting the water and sewer back to normal usage. Marion PD advised that there had been other instances, and this is a form of vandalism being carried out. The fourth request was for 419 W. 29th Street. Lily Lindsay was the owner, and she passed away on 3/2/21. The Utilities were not notified of her death, services were not requested to be turned off, the bill has been paid, as it is set up on ACH, and the services were never changed over to her daughter's name. A large bill came in as a high read. The read was verified and correct as of 2/19/25. According to the usage charts, the residence appears to have been vacant, as the usage was for was zero for several months. However, the daughter states that the home wasn't vacant as it's being renovated and will be placed up for sale. There was a leak in the basement that has been repaired. The Water Committee recommended that the sewer be adjusted and the customer pay the water usage. The adjustment would be the amount of \$2,978. Mrs. Shrader summarized the fifth request at 1713 North Quarry Road. The garage sink line burst on 1/28/25 at this residence. It was

repaired by Williamsburg maintenance. Two days passed before the repair was completed. The Committee did not recommend an adjustment, as this was not a hidden leak, and it could have been discovered. The sixth, and last request came from 1405 S Geneva. The account was under Mr. Robert King. Mr. King passed away February 8, 2024. We were not notified of his death, services were not requested to be turned off, and services were not changed over to his daughter's name until recently. Mr. King's daughter, Robin Ortega, sent an email for an adjustment, stating that there was a busted pipe that ran inside the kitchen for an undetermined amount of time while it was not occupied. Ms. Ortega then called back and stated that the home wasn't vacant, just not occupied. The usage history would indicate that the home was vacant, as there was zero usage for quite some time. No receipts accompanied the request. Mrs. Shrader stated that the Committee recommended a longer term payment plan be offered, but no adjustment. Dr. Monteiro asked what the difference was between the two instances where the customers were deceased. Mr. Fuller said that the second one, they were just seemed like they were just kind of reaching. Mr. Fuller explained that with the last request the initial response was "yes, the home was vacant" which then changed to "no, actually, it isn't vacant" after being told it wasn't adjustable. Reverend Green added that with the request for 419 W. 29th Street, there was someone in and out at all times who was aware of what was going on. Mr. Lewis agreed that with the 29th Street request there was remodeling going on so someone was aware of things happening at the property and addressed the problem. Mr. Lewis moved, seconded by Ms. Barney, to approve the recommendations of the Water Committee. All Board members present voted aye. Motion carried unanimously.

TRANSFERS & PAY REQUESTS

There were none.

DATA COLLECTION DEVICE FOR METER PROJECT PROPOSAL

Mr. Guyer explained that for the meter project, in order to get the data collected from the meter antennas have to be installed. There was antenna on the Meridian Street tank which had to be removed due to the rehab project. The antenna was removed, moved to the Water Administration building, and installed there. The installation on the Water Administration building started picking up a lot of reads and has proved useful. Mr. Guyer said that the plan was to leave the antenna on the Water Administration building and to purchase a new antenna for the Meridian Street tank. Mr. Guyer said that funds were available, and the price was approximately \$11,000. Mr. Guyer said that Mr. John Johnson Jr. was certified as an installer so the installation would be handled in-house. Mrs. Shrader said the price was a little higher than those previously purchased, but the previous purchases were made a couple of years ago. Mr. Logan thanked Mr. Guyer for his update on the proposal and project.

GENERAL TRANSFER SWITCH QUOTE

Mr. Guyer reported that the Wastewater has an emergency diesel generator. The generator has a transfer switch in it which monitors the incoming power. If power was lost, it automatically changes over to the emergency power. Mr. Guyer stated that the transfer switch had aged and there had been some troubles and problems with it. Calls had been made and three or four companies came to look at possibly fixing it. Unfortunately, all of the companies came to the same conclusion which was that service parts were not available for it anymore. Mr. Guyer said that two electrical companies, J&J Electric and Rex Collins, provided quotes for tearing out the old transfer switch and installing a new one. Mr. Guyer said that the quotes were high. However, the plant cannot be without power. Mr. Guyer explained that the quotes included provisions for temporary power during the transition and a time frame of half hour intervals of power

outages. Mr. Guyer said J&J Electric quoted \$99,655 and Rex Collins quoted \$96,470. Mr. Guyer recommended Rex Collins' quote at \$96,470. He also added that this was not something anticipated in the budget. Ms. Barney asked how long the change-over would take to be completed. Mr. Guyer said he believed the time frame to be about four weeks. However, the time from was contingent on getting the parts. Both companies wanted to move quickly on this because the transfer switch that they're both looking at was available. However, if that one was missed, it could be 10-15 weeks out to get another transfer switch here. Mrs. Shrader added that this item was not specifically budgeted. This was something that came up as an emergency situation, but money was set aside for electrical upgrades to the tune of approximately \$75,000 which should get us most of the way there. Mrs. Shrader also stated that the roof repair over the 1400 building came in less than expected so there was room in the budget to make that concession. Ms. Barney asked how long the switches lasted. Mrs. Shrader and Mr. Guyer answered that the current switch had been in place for 60 years as it really only gets activated when an emergency occurs or when a test was performed. Because the switch doesn't get used a lot, it's got a long life. Reverend Green asked Mr. Guyer to explain the switch and its workings a little more. Mr. Guyer explained that the switch it monitors the incoming power from AEP. When power from AEP is lost, the switch would automatically transfer over to our emergency generator. Mr. Lewis asked if that was what Mr. Guyer meant when he stated that the plant has to have continuous electricity. Mr. Guyer answered yes. He also stated that the electric company will have to separate lines, reroute new lines, and run new conduit. While there can be short intervals without power, there cannot be long periods without power. Mr. Carl asked if the majority of the cost was labor. Mr. Guyer said yes, the transfer switch itself was about \$45,000. Mrs. Shrader added that at the Wastewater plant, the flow couldn't be stopped as it would cause an illegal flow into the river. Mrs. Shrader said it was actually easier to control the Water plant in that sense, because we do have some provision for that, but you can't just stop the Wastewater plant. There is a little bit of wiggle room for flow to back up in the in the piping structure without causing an issue. But after that, it'll either overflow in the plant or it'll overflow out in the river without the power which would result in an IDEM report. Reverend Green asked about covering the unanticipated cost. Mrs. Shrader said the budget could accommodate it. There was \$75,000 set up for electrical upgrades and then there was some additional money that was not spent as expected on the roofing project. Mr. Lewis said it was like taking it from Peter to give it to Paul. Mr. Fuller moved, seconded by Mr. Carl, to approve the Rex Collins quote of \$96,470. All Board members present voted aye. Motion carried unanimously.

SENIOR LEADERSHIP REPORTS

P Pinkerton, Assistant Director for Engineering & Solid Waste

Mr. Pinkerton said that the Stormwater group had began sweeping the primary streets and would begin on the secondary routes soon which was good news. In Solid Waste, 841 tons of waste in January 704 tons of waste in February were sent to the landfill.

C Guyer, Assistant Director for Operations & Maintenance

Mr. Guyer said in 2023 the NPDES permit at the Water plant was coming up for review and renewal. During the review, the inspector determined that the pipe that helps drain the yard from dewatering lime taken out of the lagoons should be considered another outfall point. Mr. Guyer said that we wouldn't be able to meet the requirements, as far as the permit was concerned, by taking samples out of this pipe. Mr. Guyer added that it's intermittent. The only time it's going to be running was if it was raining. Mr. Guyer explained that Mrs. Shrader met IDEM and explained that testing was done out of this ditch. However, IDEM wasn't satisfied with that. In order to meet the requirement, our Engineering team came up with a design to capture all the yard run off where water is needed, have it run back to the pumping station, and be pumped back into our lagoons, where it'll settle out and then come back to

the ditch. This plan was acceptable to IDEM. Mr. Guyer said he was hoping to put that out to bid or quotes in April so that quotes could be presented soon. Mr. Guyer said there was \$75,000 in the budget earmarked for this project. Inspectors in the past have not considered this an issue until now. Mr. Lewis asked if an area was going to be dug out for it to fill up with water. Mr. Guyer clarified that there would be somewhat of a catch basin that will drain back so that nothing goes straight to the ditch. Mr. Pinkerton said it would go back to the lime sludge, which was a permitted discharge resulting in only one discharge. Mrs. Shrader stated that the irony is that it may not discharge for 15 years.

R Shrader, Director

Mrs. Shrader mentioned that the City Council meeting on April 1st would discuss the changing of appointment requirements so that the language addressing party affiliation is removed and the possible increase to Utility Service Board salaries. Ms. Barney asked what time the meeting began. Mrs. Shrader answered 7 p.m. Mrs. Shrader then explained that there was a state statute going into effect on July 1st requiring the recording and live streaming of public meetings. Tonight, Jason Brainerd was doing a dry run to ensure that everything was set up and working properly. Mr. Fuller asked if this was a state requirement. Mrs. Shrader answered yes and explained that there were some requirements determining what public entities must record and stream meetings.

BOARD MEMBERS' COMMENTS

There were none.

CHAIRMAN'S REMARKS

Mr. Logan state that it was nice to have Mrs. Johnson in attendance along with the entire Board.

The next meeting was scheduled for 5:30 p.m. on Thursday, April 3, 2025.

There being no further business before the Board, Mr. Lewis moved, seconded by Mr. Carl, to adjourn the meeting. All board members present voted aye. Motion carried unanimously.

Meeting adjourned at 5:59 pm

Robert Logan, Chairman
Marion Utilities Service Board

ATTEST



Misty Humphries
Its Secretary